

## Collection Arrangement and Organization Scheme - Description

### Anytown Elementary School Library Arrangement Description

The Anytown Library serves students in grades K-5. All of the shelves are approximately 42'' high. The collection is arranged in the following manner:

#### ***Fiction:***

**Arrangement:** Paperbacks and hardcover fiction novels are arranged on three shelves in exact alphabetical order by author's last name.

- The spine labels are typed vertical including the prefix, FIC, and the first three letters of the author's name.

Large shelf signs and shelf dividers are placed to show each alphabetic section.

- An additional seasonal or holiday spine label is included when appropriate. (See Appendix A for the Specialty Spine Label Poster)

- **Special Considerations:** Revolving stands and browsing racks include popular series.



#### ***Picture Books***

- **Arrangement:** Paperbacks and hardcover picture books are arranged on two shelves in alphabetical order by author's last name.

- The spine labels are typed vertical including the prefix, E and the first three letters of the author's name.

- Additional seasonal or holiday spine label are included when appropriate. (See Appendix A)

- Signs are posted to identify Easy Fiction.

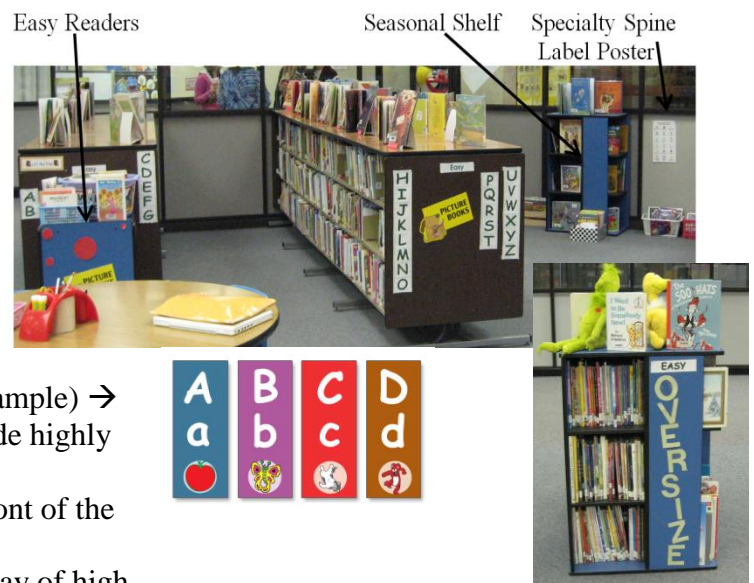
Primary shelf dividers are placed at the beginning of each new alphabetic section. (See example) →

- **Special Considerations:** Specialty baskets include highly circulated Easy series or Themes.

- Easy Readers are placed on the lowest shelf in front of the picture books.

- A seasonal shelf has a continually changing display of high interest books for various seasons or holidays.

- Oversized Easy books are arranged on a separate shelf.



#### ***Biography***

- **Arrangement:** Individual biographies are arranged on one shelf in alphabetical by the subject's last name. The spine label prefix reads B, then the Subject's last name (who the biography is about).

- **Special Considerations:** Our collection of individual biographies is placed at the beginning of the nonfiction section.



#### ***Collective Biography***

**Arrangement:** Collective Biographies are shelved within the non-fiction section by Dewey number 920 and then by author's last name.

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### *Nonfiction*

- **Arrangement:** Our Non-fiction collection is arranged first by the lowest DDC number 000 to the highest DDC number 999. Within the DDC numbers, the books are arranged alphabetically by the author's last name.

- **Special Considerations:** We have an Easy Non-fiction shelf that is located at the end of the Non-fiction section and directly across from the Easy collection.

- Oversize Non-fiction books are arranged on a separate shelf.



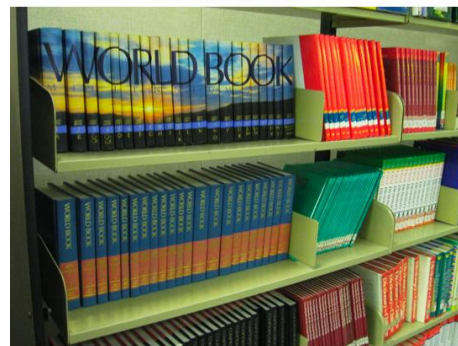
### *Reference*

- **Arrangement:** The reference collection is located on the shelf along the back wall. Reference materials are grouped in the following order: encyclopedias, dictionaries, and other reference materials. Large print shelf signs are used.

### *Professional Materials*

- **Arrangement:** The professional materials are located next to the reference resources along the back wall.

Reference



Professional



### *Media*

Our library has a small collection of VHS, DVDs and bigbook /cassette kits.

- **Arrangement:** Bigbook kits, VHS and DVDs are located between the reference collection and non-fiction section.



### *Magazines*

- **Arrangement:** Our magazines subscriptions are kept on a magazine stand in the reading area. Clear magazine sleeves with generic barcodes are stacked on the shelf so students can borrow the magazines.

- **Special Considerations:** A year's subscription is kept on the magazine stand. Magazines older than one year are donated to classrooms or given to students at the end of the school year.



Specialty Spine Label Poster

